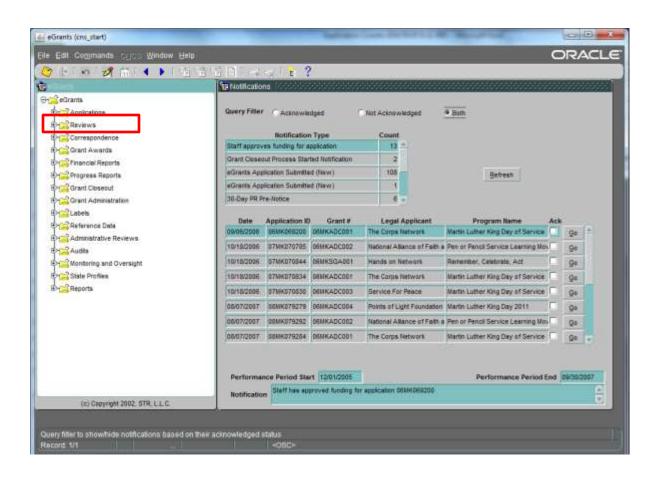
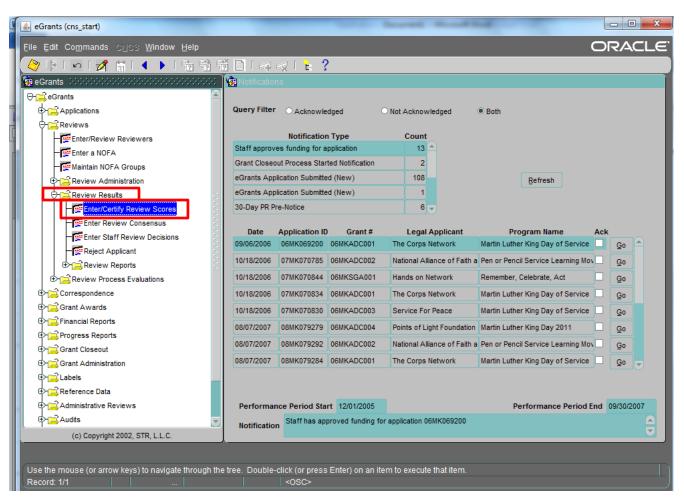
Staff Reviewers will be entering their scores and comments into eGrants using the eGrants Classic screens. We have placed each of you on a panel with your fellow panelists. Since this is a Blended Review, we will be using the **Peer Review Stage** of the review. This allows External and Internal Reviewers to enter their ratings and comments into the same area.

Once you sign into eGrants click on the "Reviews" folder on the main tree. This will open to a whole new set of folders.

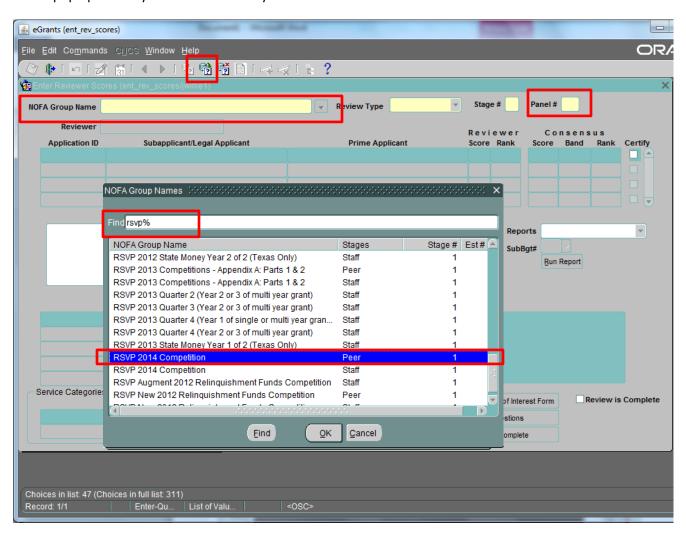


Then click on "Review Results" to open another branch of the tree, and here you will find "Enter/Certify Review Scores".

Click on "Enter/Certify Review Scores". This will open a pop up screen that you will enter your Comments and Scores from your Individual Reviewer Form that has been approved by your POL.

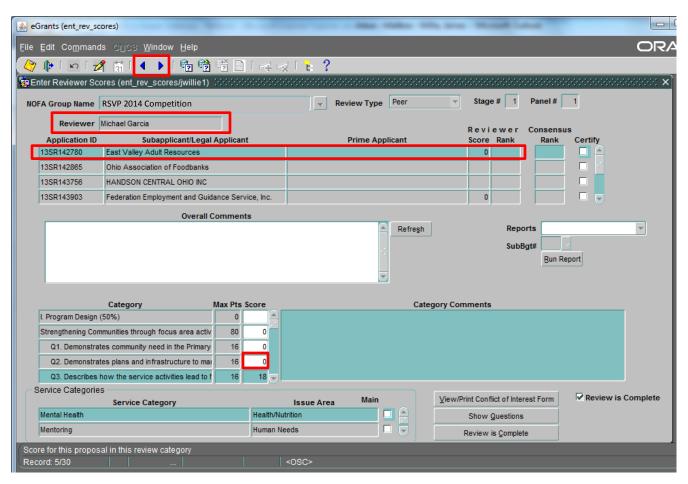


In this pop up screen you will click on the yellow NOFA field and click the down arrow next to that field



Once you have selected the correct NOFA "RSVP 2014 Competition – Peer Stage", then move over to the Panel # box and type in your panel number (1-45). Once you have entered your panel number Press F8 on your keyboard or the Execute Query button on the top of the screen.

This will take you right to your own panel's Individual Reviewer Forms. You can move back and forth between Reviewers on your panel by pressing the Blue Arrows. When you are on your own Individual Reviewer Form screens, you can click on the name of the Legal Applicant to be able to enter your comments and scores for that application.

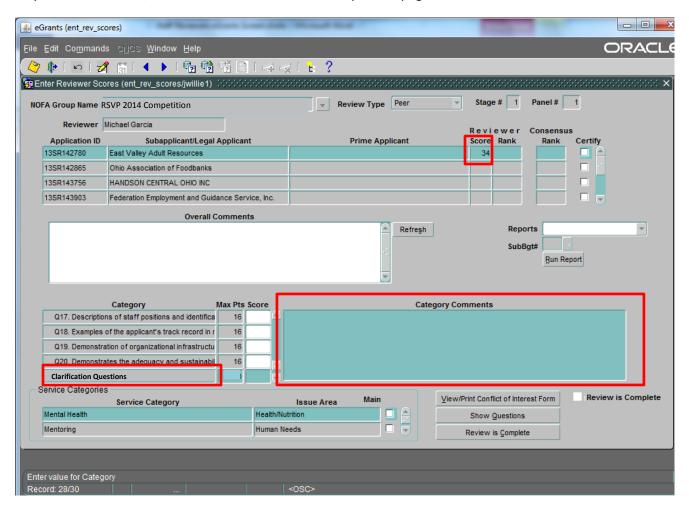


You will click on the white box under Score to enter your score for Q1., Q2., Q3.,.... And you will click on the large narrative box under Category Comments to enter your Comments or Strengths and Weaknesses. Enter the Comments for a section next to the last question of each section, so for:

- Strengthening Communities Q7 –you will enter your comments
- Recruitment and Development Volunteers Q11 you will enter your comments
- Program Management Q16 you will enter your comments
- Organizational Capability Q20 you will enter your comments

Next to Clarification Questions, enter any clarification questions you are suggesting be asked of the applicant.

In the Overall Comments section, please enter your Applicant Feedback from the end of your IRF. When you press Save in the upper right corner your score will automatically be tallied and pasted at the top of the screen. As you enter each IRF, the scores will be shown at the top of the page.



You have finished entering your Individual Reviewer Forms into eGrants. Thank you for your help reviewing the 2014 RSVP applications.

You will see Budget Adequacy and Cost Effectiveness questions: Q21., Q22., Q23. At the bottom of your list of questions. These questions are going to be answered by the FFMC Reviewers. **Please ignore those questions.**